



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Transportation Safety Manager**

Job Family: **Professional**

Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Exempt**

Pay Range: **Schedule A/P, Grade S**

Job Code: **62106**

SUMMARY: Responsible for effective and analytical management of safety and compliance across the transportation department and its operations, including the development, implementation and coordination of training programs and policies to ensure compliance in all applicable local, state, and federal regulations. Oversee the safety bus driver trainers serving as a resource by providing educational support and guidance to successfully acquire a commercial driver's license. This position has a direct impact on school bus transportation, warehouse and white fleet operations. Serve as a resource to management by providing educational support and training in efforts to develop a comprehensive safety culture across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assume primary responsibility in responding to personal injury and vehicle accidents by conducting on-scene investigations and preparing and submitting reports to the district office in accordance with policy. Investigate accidents, incidents, and work-related injuries and determine fault/probability and schedule driver accident review meetings within a 30 day time frame. Prepare and submit accident-related compliance forms, maintain files, and enter data into database.
2. Lead, design, develop and implement initial and recurrent training programs for transportation personnel.
3. Investigate customer service complaints related to safety issues and take appropriate corrective action.
4. Work collectively with supervisors on administering driver hiring, compliance process and MVR reports.
5. Proactively recruit individuals to apply and train as school bus operators.
6. Supervise trainers by establishing objectives, standards, work schedules and accountability for job performance.
7. Provide classroom instruction and behind the wheel training of applicants and bus drivers to ensure successful completion of training and testing; recommend upgrades as necessary.
8. Maintain random drug/alcohol testing and pre-employment drug/alcohol testing program in conjunction with Risk Management department.
9. Communicate with supervisors on safety concerns and proactive measures with employees to keep accidents and costs down.
10. Develop and conduct regularly scheduled monthly driver safety meetings.
11. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in related field or equivalent combination of education and experience
- More than five years of experience in safety related field
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements
- Commercial driver's license (CDL) with Passenger and School Bus endorsement
- CPR and First Aid certifications
- Third-party tester license preferred – acquire Third-Party Tester License within 1 year of hire date

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Advanced knowledge of safety and DOT regulations
- Supervisory experience preferred; specifically experience supervising/training a driver workforce
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Strong leadership skills and interpersonal skills
- Strong organizational and group presentation skills
- Ability to provide direction, coaching and mentoring to employees while creating an environment that encourages and values input and feedback
- Ability to respond to unanticipated events to ensure excellence in customer service
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures



- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Transportation	
Direct reports:	Bus Operator Trainers	4

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading the bus

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	